

ROUTING AND TRANSMITTAL SLIP

Date

8 FEB
1983TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. D/OE

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination		

REMARKS

1- I'm not sure whether
you want this passed to
OGC or not - over to you

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					

SUSPENSE

Remarks:

Date
8-04-77
D/A RegistryDO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

EO/DOA

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

* GPO : 1981 O - 361-529 (1142)

3637 (10-81)

Executive Secretary
4/8/83
Date

ive Registry
83-0808

U.S. Department of Justice

Executive Office for United States Attorneys

Washington, D.C. 20530

FEBRUARY 4, 1983

DD/A Registry
83-0417

HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

SUBJECT: Claims Collection Litigation Report

On January 20, 1983, Mr. W. D. Campbell, Acting Director, Accounting and Financial Management Division, General Accounting Office, addressed a memorandum to the Heads of Executive Departments and Agencies which gave notice that effective March 1, 1983, the Claims Collection Litigation Report (CCLR) should accompany all administratively uncollectible claims referred to the Department of Justice or the United States Attorneys for litigation and enforced collection. The materials accompanying that memorandum provided the CCLR form in three different formats: letter (Exhibit 1), memorandum (Exhibit 2), and standard form (Exhibit 3). When the enclosures to the memorandum were reproduced for distribution, the text of the CCLR formats was reduced in size.

We anticipate that you will need to have a supply of the standard formats reproduced for use by your affected organizations. To help meet that need and to assist in the implementation of the CCLR by your agency, we have enclosed full-sized versions of the referenced Exhibits. They were designed for standard typewriter line and character spacing[†] and may be reproduced "as is." Uniform use by your agency of facsimiles of one of the enclosed formats should both simplify and expedite introduction and completion of the CCLR.

Edward H. Funston
Assistant Director

Enclosures

DCI
EXEC
REG

[†]The forms were designed for the one-sixth of an inch line increment and the 10 or 12 characters to the inch spacing common to most typewriters and word processing equipment. For 10 pitch, the left margin should be set at 15, the tab at 48 and the right margin at 74. For 12 pitch, the left margin should be set at 18, the tab at 58 and the right margin at 88. Thus, these forms can be filled in from beginning to end without changing the initial setup of the equipment used.

83-0417